

## CA-PMM

Project Name: PRSM

OCIO Project #: 2660-160

Department: Department of Transportation

Revision Date: \_\_\_\_\_

## Status Report

### Progress Report -- Team Member to Project Manager

#### Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Training Plan	6/1/09		
Configuration Management Plan	7/7/09		
Implementation Plan	7/6/09		
<b>Accomplished this week</b>			
<b>Technical - Clarity Configuration</b> <ul style="list-style-type: none"><li>• Conducted Clarity demonstration for both functional and technical users.</li><li>• Worked with business analysts to lock down 50% out of the box design requirements.</li></ul> <b>Technical - External Data</b> <ul style="list-style-type: none"><li>• None</li></ul> <b>Technical – Hardware/Network</b> <ul style="list-style-type: none"><li>• DTS completed staging the development environment equipment and turned hardware over to Caltrans for installation.</li></ul> <b>Training</b> <ul style="list-style-type: none"><li>• Hosted training kickoff meeting.</li><li>• Revised Caltrans Training Management Plan and returned to Caltrans for comment.</li><li>• Provided demonstration of CAPA.</li><li>• Drafted Outline of Training Plan and released to Caltrans for comment.</li><li>• Met with CA training reps to discuss use of CAPA and timing of training activities.</li><li>• Drafted/submitted Intro and Training Requirements sections of Training Plan.</li><li>• Conducted weekly meeting with Core Training Team.</li></ul> <b>Program Management</b> <ul style="list-style-type: none"><li>• Assumed responsibility for the weekly status meeting and schedule maintenance for activities program wide.</li><li>• Developed first rolling wave instance of the master schedule.</li><li>• Started development of a program level collaborative web site (Center) and developed the draft communications plan on how to utilize the site.</li><li>• Worked on the draft Change Management Plan for submittal.</li></ul>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			

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**Technical – Clarity Configurations**

- Conduct 80% design reviews.
- Start process of integrating the baseline external data sources into the business process flows.
- Develop roles and responsibilities for system maintenance.

**Technical – External Data**

- Baseline and document the Interface and Data Migration specifications.

**Technical – Hardware/Network**

- Install application on the DTS support servers.
- Provide training and documentation for the application support staff.
- Develop roles and responsibilities for system maintenance

**Training**

- Draft/submit Course Development and Evaluation Development sections of Training Plan.
- Conduct weekly meetings with Core Training Team.
- Conduct ad hoc meetings with select members of Core Training Team on topics of mutual interest.
- Draft/submit Course Description section of Training Plan.
- Draft/submit Schedule section of Training Plan.
- Complete final draft of Training Plan.

**Program Management**

- Deliver draft Communications and Change Management Plan and implement any agreed upon modifications into a final version.
- Develop draft quality assurance plan.
- Open Center for Program utilization.
- Agree to the content of the planning deliverables and develop straw man outlines of the documents.
- Work with Caltrans to develop the strategy for scheduling the actual implementation.
- Install a Requirements Traceability Matrix tool to allow better management of the baseline technical requirements set.
- Integrate the admin requirements into the RTM tool for tracking

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?	yes	
Are there any planned tasks that won't be completed?	no	
Are there problems which affect your ability to accomplish assigned tasks?	no	
Do you plan to take time off that is not currently scheduled?	no	

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status
	Technical – Hardware/Network • Issue – Last mile connectivity has to be established between Caltrans and the Gold Camp campus. Limited access to the application will have significant issues to the program. Also, we need the bandwidth analysis report to determine if the last mile connectivity will support the PRSM response expectations.		

Project

### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	N/A			

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2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			

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9. Are there any staffing problems?	Yes	Resource and Roles still need to be defined for supporting the Clarity roles for application support	Limits the ability to assign and resources to complete tasks defined on the implementation plan	SAIC has provided a recommended CA support activity plan. SAIC/Caltrans will need to define roles and responsibilities detailed on the support activity plan.
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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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### Current Status and Accomplishments:

Describe deliverables completed and milestones met during *this reporting period*.

N/A

### Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Payment Point One	8/1/09		On schedule	N/A	

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance."

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost	X			

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Continuing Cost	X			
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Sponsor to Steering Committee

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Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Payment Point One	8/1/09		On schedule	N/A	

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

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**Status Report****Vital Signs Scorecard**

				Score
Vital Sign	Variance	Value	Your Score	
1. Customer Buy-In	High Degree of Buy-In	0	0	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	
	Partially engaged	1		
	Inadequate enagement	2		
8. Strategy Alignment	Strong alignment	0	1	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	
	Medium	1		



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	Weak	2		
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	1	
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	0	
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	0	
	Moderately Effective	1		
	Ineffective	2		
<b>Total</b>			<b>2</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

**Vendor Viability Rating Rationale**

There appears to be some confusion as to the roles and responsibilities between the state and the vendor for the proposed product system administration and maintenance.